

<b>Accelerated SAP</b>		<b>BUSINESS PROCESS PROCEDURE</b>	
<b>State of Utah</b>	<b>Organization/Area: Title:</b>	<b>Payroll Department New Hires and Transfer Report</b>	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - New Hires and Transfers.doc	Release:	R/3 4.6C
Responsibility:	Dept and/or role of responsible person(s) Agency Payroll Staff	Status: Complete	Issued: 11/07/2003    Revised:

## Overview

### Trigger:

Agency payroll staff wants a report showing employees that are new hires or transfers.

<b>Business Process Procedure Overview</b>
This report lists employees that are new hires or transfers in the selected pay period. A change made to the org in the personnel system, HRE, is like a transfer even if the employee remains within the same agency. Use this report to verify that the home and default coding is correct for new and transferred employees in the agency.

## Procedural Steps

### 1.1 Access transaction by:

<b>Via Menu</b>	Reports - other > New Hires and Transfer Report
<b>Via Transaction Code</b>	Z_NEW_HIRE_RPT
<b>Via Favorites Menu</b>	New Hires and Transfer Report

Double click on "New Hires and Transfer Report" and the following screen will appear:

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Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Current or Other
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code

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**1.2 Specify the payroll area.** The screen defaults to the correct area, UB.

**1.3 Specify the pay period.** The screen has the selection of current period or other period.

- Current period
  - Use this option during the week of payday.
- Other period
  - Use this option to report on any period.

**1.4 The “Personnel number” field may be left blank if using the agency “Organization key”.** Specific employees may be selected by entering the employee identification number(s) in the “Personnel number” field. Enter more than one EIN by clicking on the arrow box next to the “Personnel number” field. A box appears that allows entry of multiple EIN's.

**1.5 The “Organization key” field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, \*, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 and orgs with 04, enter 100(space)04\*. Enter multiple organization keys by clicking on the arrow box to the right of the “Organization key” field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting all employees in agency 100.

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**New Hire Transfer Report**

Selections from

Payroll period

Payroll area: UB

☒ Current period

☐ Other period

Selection

Personnel number: [ ]

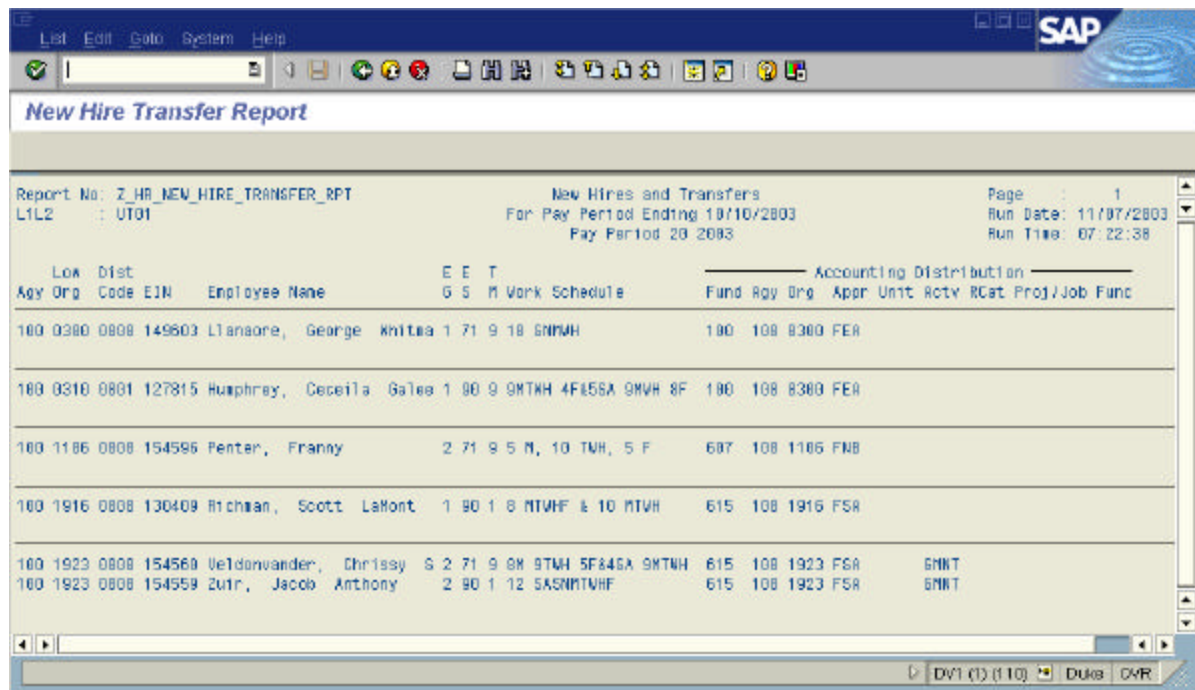
Organization key: 100\*

DV1 (1) (110) Duke OVR

- 1.6 Click on the Execute button in the upper left area that looks like a clock to view the report. An example of the report is below.**

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The screenshot shows the SAP 'New Hire Transfer Report' interface. The title bar includes 'List', 'Edit', 'Goto', 'System', and 'Help'. The report header displays 'Report No: Z\_HA\_NEW\_HIRE\_TRANSFER\_RPT', 'L1L2 : UT01', 'New Hires and Transfers', 'For Pay Period Ending 10/10/2003', 'Pay Period 20 2003', 'Page : 1', 'Run Date: 11/07/2003', and 'Run Time: 07:22:38'. The main table lists employee data with columns for Loc, Dist, Agg Org, Code, EIN, Employee Name, E E T, G S M Work Schedule, Accounting Distribution, Fund Agg Org, Appr Unit, Actv, R Cat, Proj/Job, and Func. The data includes employees like George Llanore, Ceceila Humphrey, Franny Penner, Scott LaMont, and Chrissy Veldorvander.

Loc	Dist	Agg Org	Code	EIN	Employee Name	E E T	G S M Work Schedule	Accounting Distribution	Fund Agg Org	Appr Unit	Actv	R Cat	Proj/Job	Func
100	0300	0808	149803	Llanore, George	WTHA	1 71 9 18	SNMWH	100 108 8300 FEA						
100	0310	0801	127815	Humphrey, Ceceila	Galea	1 80 9 9	9MTWH 4F855A 9MWH 8F	100 108 8300 FEA						
100	1106	0808	154596	Penner, Franny		2 71 9 5	N, 10 TWH, 5 F	607 108 1106 FNB						
100	1916	0808	130409	Richman, Scott	LaMont	1 80 1 8	MTWHF & 10 MTWH	615 108 1916 FSR						
100	1923	0808	154560	Veldorvander, Chrissy		2 71 9 08	9TWH 5F846A 9MTWH	615 108 1923 FSR						SNMT
100	1923	0808	154559	Zuhr, Jacob	Anthony	2 80 1 12	SASMTWHF	615 108 1923 FSR						SNMT

**1.7 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.**

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## 2 The report heading contains the following information:

- The report number
- The report title
- Page number
- Utah and personnel area
- Date the report was run
- Time the report was run

### 2.1 The columns on the report are listed below with a brief description.

<b>Agy</b>	The employee's agency code.
<b>Low Org</b>	The employee's low org.
<b>Dist Code</b>	The employee's distribution code.
<b>EIN</b>	The employee's identification number.
<b>Employee Name</b>	The employee's name.
<b>EG</b>	Employee group controls pay and benefit processes.
<b>ES</b>	Employee subgroup determines what overtime rules apply.
<b>TM</b>	Time management status is either time entry required or auto pay.
<b>Work Schedule</b>	Hours and days of the week the employee is scheduled.
<b>Fund</b>	Default charging fund.
<b>Agy</b>	Default charging agency.
<b>Org</b>	Default charging org.
<b>Appr Unit</b>	Default charging appropriation unit.
<b>Actv</b>	Default charging activity.
<b>RCat</b>	Default charging reporting category.
<b>Proj/Job</b>	Default charging project/job.
<b>Func</b>	Default charging function.

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